Indiana Department of Education

The Brown Box to Bulk Bulletin

2019 Early Spring Edition

Spring is in the air! As the school year winds down, recipient agencies must ensure that they are removing as much product as possible from the state contracted warehouses (Dilgard, Stanz, Mc Farling, and Wabash). The USDA's six month rule states that recipient agencies should have no more than a six month supply of USDA Foods on hand at their facility, at the warehouse and at the processors.

What is IDOE's Food Distribution Program (FDP)?

A program administered through IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These foods are USDA Foods (formerly known as commodities), and can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP), School Breakfast Program (SBP) and After School Snack Program (ASSP). To learn more about FDP, please visit: http://www.doe.in.gov/nutrition/food-distribution-program.

What's New?

This is an Important Update Regarding Excess Storage Fees:

Excess storage fees are incurred when a USDA Food item in CNPweb listed under the inventory tab has reached the date listed in the Expire Date column. In order to avoid such fees, the begin date for the delivery period must be <u>before</u> and cannot exceed the expire date.

Here's how it works:

Product	Expire Date	Delivery Period	Will we Incur Excess Storage Fees? (Yes or No)
Apple Slices	February 28, 2019	March 4-8, 2019	**Yes**, because March 4 is after the expire date
Frozen Broccoli	March 31, 2019	March 4-8, 2019	**No**, because the March 4-8 delivery periods falls before the expire date.

The IDOE Food Distribution Program (FDP) Needs Your Feedback!
The FDP is requesting your feedback on a proposal of bringing in a new product. The new product is pulled pork. Please click this link, pulled pork 110370, to view the USDA Product Fact Sheet. Please click here to complete the short survey.

J.M Smucker Company is experiencing a Disruption for Uncrustables
J.M. Smucker Company (Smucker) sent a letter on February 11, 2019 to State Agency representatives and schools informing them that they are experiencing a supply disruption on Smucker's Uncrustables. They are actively taking measures to build their inventory back to healthy levels. Smucker anticipates the supply constraints through 2019.

Upcoming Events

Click here to check out our upcoming trainings.

Timeline

March
Applications for USDA Foods for the Summer Food Service Program will be available in mid-March.

April
Weekly allocations end at the end of the month.

May
Recipient agencies need to remove inventory from their state contracted warehouses.

June
State contracted warehouse deliveries will end after the RA's last delivery period in the month.

The FDP Has a New Handbook and Guide.
The IDOE Food Distribution Program (FDP) has developed a new handbook and USDA DoD Fresh Fruit and Vegetable Program Guide to assist recipient agencies with the FDP and DoD Fresh Fruit and Vegetable processes. The handbook and guide can be viewed and downloaded from the FDP website at https://www.doe.in.gov/nutrition/food-distribution-program.

SY 2020 Pre-order Survey

The deadlines to complete the School Year (SY) 2020 pre-order survey are fast approaching. Schools that wish to receive USDA Foods to enhance their school food budget must complete the annual pre-order survey. There are several school corporations that still need to complete the survey. In order to receive USDA Foods for the 2019-2020 school year, recipient agencies must have the fruit, vegetables, dairy, and grains portions of the pre-order survey entered by the **March 8**, 2019 deadline. The livestock, poultry, and eggs portions of the survey close on **March 15**. Once the survey is closed, it cannot be reopened.

If you are completing your pre-order survey and see the message in red below or the word "uncertified" listed under the applications tab, please disregard it for now. SY2020 is open strictly to complete the survey. Recipient Agencies will re-enroll/recertify for NSLP later in 2019.
"You do not currently have a NSLP information sheet for Program Year 2020 in a Pending Approval or Approved status. You must complete the enrollment process for the National School Lunch Program before your FDP information sheet can be Certified and Approved."

Don't Forget to Procure It

RAs need to ensure that all chosen processors have been procured in order to meet procurement plan requirements. Processors can be procured by such events as price comparison, cuttings, taste tests, etc., taking into consideration that price must be the highest weighted factor. Remember USDA Foods are all American grown and meet the Buy American provision for your procurement review. For questions regarding procurement, contact Cindy Harris at charris@doe.in.gov.

USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program

USDA DoD Fresh Fruit and Vegetable program is an optional program. This program is **NOT** the Fresh Fruit and Vegetable Program (FFVP) which has certain eligibility requirements. The deadline for recipient agencies to submit commitment amounts was December 31, 2018. The next date to submit commitment requests for SY 2020-2021 will be in late November 2019. For more information on USDA DoD Fresh Fruit and Vegetable program, visit https://www.doe.in.gov/nutrition/food-distribution-program.

Your Students Are Eating What????

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at cmoore@doe.in.gov to submit your ideas.

Breakfast Burrito with Salsa

Makes: 50 or 100 Servings
This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click here to view the full recipe. Other recipes containing USDA Foods can be found here.

Did You Know?

USDA Foods from Farm to Plate
USDA publishes the E-Letter, USDA Foods from Farm to Plate: Spotlight on Schools. The following important information in this section is an article extracted from the February 2019 issue. To view the entire article, please click the attachment in the email. To view other USDA Foods E-Letters, click here.

The View Expired/Expiring Inventory Button
If you see the gray button, which is shown below, under the inventory tab in CNPweb, there are products listed in your inventory near the Expire date. In order to see just the items that expiring, click the button for the list.

<div style="text-align:center">

View Expired And/Or Expiring Inventory

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Inventory Management Best Practices
The School Year 2020 catalog is open and the Trade Mitigation catalog will open soon. Now is an opportune time to review best practices for inventory management. The number one rule of thumb is: **Only order what you need and can use.** Proper inventory management will ensure that USDA Foods are distributed in an efficient, timely manner, and in optimal condition. Proper handling and storage of USDA Foods throughout the distribution chain is essential to maintain product quality and food safety. Here are a few best practices:

Receiving

- Inspect the product as it is received, open cases, and, if needed, open internal packaging to check product at the time of delivery.
- Date product with day it was received and adhere to the product dates provided by the manufacturer.
- Take action immediately if product does not meet specifications. Document and report any issues with supporting photos. RAs should report all USDA Foods complaints to the State Distributing Agency (SDA). SDAs should report all USDA Foods complaints through the Web-Based Supply Chain Management System (WBSCM).
- Train warehouse and school food service staff on how to properly receive and store USDA Foods.

Storing

- Store product properly. Certain products such as dried fruits, grain products, yogurt, and cheese are more sensitive to storage conditions. These types of items should be stored in a cool, dry place at refrigerator or freezer temperatures, and should be distributed to program recipients as soon as possible.
- Stock should be rotated, utilizing FIFO ("First In - First Out").
- Maintain sanitary conditions, proper temperatures and humidity, and adequate air circulation.
- Ensure that storage facilities have obtained all required Federal, State, and/or local health inspections and/or approvals and such inspections/approvals are current.
- Determine an effective schedule for product distribution.

For more information, review:

- FD-107 Donated Food Storage, Distribution, and Product Dating
- 709-5 Shipment and Receipt of USDA Foods
- How to File a USDA Foods Complaint

And The Winner Is....

The FDP conducted a survey in December 2018. The survey polled schools with questions regarding the pre-order survey. The following results were discovered:

1. As a whole, what are top three USDA Foods that are favorites among your students?

1st Place: Strawberry Cups (100256) with 14

2nd Place: Chicken fajita meat (100117) and beef, grind (100158) tied at 5

3rd Place: Shredded cheddar, turkey roasts, OJ singles, green beans (canned), potatoes oven, and applesauce (canned) all tied at 4.

2. What are the student's three least favorite USDA Foods?

1st Place: Dried cranberry with 10

2nd Place: Refried beans with 9

3rd Place: Raisins at 6

3. How likely would you be to "pre-order" the new item Mixed Berry Cups 110859 for your students?

42 Recipient Agencies would be likely to select this product on their pre-order survey while 6 would not.

4. How likely would you be to "pre-order" the new item Mixed Vegetables 110871 for your students?

30 Recipient Agencies would be likely to select this product on their pre-order survey while 18 would not.

5. Do you use K12 Foodservice and/or ProcessorLink to monitor your bulk USDA Foods at the processors?

Seven Recipient Agencies use K12 Foodservice, four use ProcessorLink and 37 use both.

6. Do you participate in USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program (DoD Fresh)?

13 - Yes

35 – No

7. Would you be likely to use the USDA DoD Fresh program for the Summer Food Service Program (SFSP)?

13 - Yes

35 – No

Always Remember To:

- Have staff available to receive USDA Foods orders.
- Check expire and close dates on the inventory tab in CNPweb to avoid excess storage charges and/or lost product. The expire date is when the warehouse begins charging excess storage fees and the close date is when the state takes the product back to redistribute to another institution.
- Place an order of 10 cases or more to avoid drop fees.
- Remove USDA Foods from the state contracted warehouses and processors as soon as possible.
- Check with ProcessorLink.com and K12Foodservice.com monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff. There may be product available in your school's account.

Definitions and Acronyms

ACDA – American Commodity Distribution Association

ASSP – After School Snack Program

DoD – Department of Defense

FFAVORS -- Fresh Fruits and Vegetables Order Receipt System

FDP -- Food Distribution Program

FSD – Food Service Director

IDOE – Indiana Department of Education

NSLP – National School Lunch Program

PAL – Planned Assistance Level

RA – Recipient Agency

SBP – School Breakfast Program

SDA – State Distributing Agency

SFA -- School Food Authority

SFSP – School Food Service Program

SY – School Year

USDA – United States Department of Agriculture

WBSCM – Web Supply Chain Management